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MINUTES OF STATE ADVISORY COMMITTEE ON MANAGEMENT

The committee recently appointed by the State Committee met in the State office on August 3, 1950, at 1 p.m. Members of the committee present were as follows:

R. O. Wilson, Chairman, State PMA Committee  
Roscoe Jump, Chairman, Grant Co. PMA Committee  
Ivan E. Garrison, Chairman, Warren Co. PMA Committee  
R. O. Sims, Chief Clerk, Jefferson Co. PMA Committee  
Gladys Ashley, Secretary, Pulaski Co. PMA Committee  
N. R. Williams, Fieldman  
C. H. Allen, Fieldman  
W. L. Rouse, Program Specialist, State Office  
W. Warner Ford, Performance Specialist, State Office  
F. A. Taylor, Chief, Audit & Statistical Div., State Office  
John B. Ginocchio, Chief, Adm.-Fiscal Div., State Office

Also present were Mr. H. B. Popplewell, State Committeeman, Mr. Robert S. Reed, Administrator's Fieldman, and Mr. William C. Hollaway, from the office of the Assistant Administrator for Management.

The chairman welcomed the county representatives and expressed his appreciation of their coming in to help make up this committee. He explained that this is a new work we have taken on here and it is almost as new to the State office as it is to the county people and for that reason invited Mr. Robert S. Reed and Mr. Hollaway to explain to the Committee the functions and objectives of the State Advisory Committee on Management.

Mr. Reed stated how anxious they are to get this program set up and in operation in the best possible way. That this program has no connection with JIT or JMT, and it is not a trial operation. It is not concerned with work we are already doing but proposes to improve the procedure system and more effectively do our job. Mr. Reed said we are not just concerned in personnel, or filing system, or office management, we are concerned with the whole operation of PMA including commodity programs, and one of the largest money spending phases of the program - Performance. Mr. Reed gave as his definition of management, to get a more efficient and effective operation. He said we should be continually interested in management, all the time ready to accept any suggestions from any member of the staff, this goes direct to every employee. The Administrator is deadly serious and very close to the organization of the Management Advisory Committee. Mr. Reed further stated that primarily the problem in the State office is not within the laws of the State office operation, our biggest management problem lies in the county offices. This is not because county offices are managed poorly, but because of the large number of personnel and committeemen and vast number of problems in the county offices. Mr. Reed emphasized that he wished to make it clear that we are going to do everything



possible to strengthen the committee system. Everything recommended by the Management Committee should be with that thought in mind.

Mr. Reed further suggested that the first order of business would be the selection of a secretary after which the following action was taken:

Moved by Mr. F. A. Taylor and seconded by Mr. Allen that Miss Parr act as secretary to the committee. Motion carried.

Mr. Hollaway was then called upon by the chairman and he said that he had been placed in charge of the Advisory Committee on Management in the office of the Assistant Administrator for Management. That all problems and recommendations would clear over his desk. He said that the best definition of management he could think of was the most efficient and practical way we can find to carry out our PMA programs and still have the programs operation effectiveness.

Mr. Hollaway pointed out that the primary purpose is to take up problems most important to Kentucky either in the county offices or the State office, or both. Mr. Hollaway explained how the advisory committee will work and the relationship of the Advisory Committee and the State Committee, and the procedure to be followed in writing up and presenting problems to the Committee. He stated that a form had been provided to be used in submitting problems, this form attached to Mr. Herder's Memo of May 1, 1950. When a suggestion is submitted to the State Committee, that the State Committee consider that suggestion and if possible approve it at that meeting and notify the Advisory Committee. If it is not possible to approve it because of lack of authority and it has to be referred to the Washington office, see if it can be done and if it cannot, find out why. Mr. Hollaway suggested that the Minutes of the meeting be taken and as soon as possible furnish him with a copy.

Mr. Hollaway submitted a list of problems that might be discussed by the Committee and suggested that the one or more problems which would be applicable to the State of Kentucky be considered first. He also said he was leaving with the Committee copies of problems which were discussed by committees in other States and the action taken to obtain relief. He suggested that these problems be reviewed by the local committee and in all probability some of the problems prevailing in Kentucky might be solved by the action taken by Advisory Committees in other States. He further suggested that a sub-committee or an individual member should be appointed to review the problems submitted by other States and report to the Committee as a whole problems which might be applicable to the State of Kentucky. The chairman appointed Mr. F. A. Taylor to review carefully problems of other States and report back to the committee at the next meeting.



Mr. Hollaway said the saving of one hour of work a month in each of the 3,000 plus county offices would mean a saving of about \$30,000 per year.

The chairman asked for a discussion from the members as to a schedule for holding subsequent meetings after which the following action was taken:

Moved by Mr. F. A. Taylor and seconded by Mr. Rouse that the Committee on Management meet once a month at 10 a.m.  
Motion carried.

The Committee determined that the next meeting to be scheduled for Tuesday, September 5.

The State PMA Committee and the members of the State Advisory Committee on Management want to express their appreciation for the efficient and businesslike manner in which Mr. Hollaway presented this program and we want to assure the Administrator and all members of the staff in Washington that we will do all we can to work out the problems we have in our State with the Advisory Committee.

It was the decision of the Committee that no particular problem would be discussed at this meeting and after an informal discussion by members on various matters, the meeting adjourned at 3:30 p.m.

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R. O. Wilson, Chairman



